

Standard Interview Introductions

In-Person Interview

(Introductions) Thank you for your interest in the **GS-1101-14 Realty Service Manager (Field Office Manager) positions (Temporary Promotion/Detail Opportunity)** located in R4, Public Buildings Service, **Blue Ridge Service Center, Gulf Coast Service Center and Southern Service Center Divisions**. The panel has **7** questions for you today and the interview will be approximately 30-45 minutes. If at any point you don't understand a question or simply need to hear a question again, please feel free to ask and the panel would be happy to repeat the question for you. We encourage you to take notes during your interview; however, we will need to collect the notes before you leave to maintain the integrity of the process. The panel will be taking notes during your interview, so there may be some periodic moments of silence.

Please note that relocation expenses are not authorized for the position. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the successful applicant.

(Chairperson begins interview)

Video/Telephone Interview

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(Chairperson begins interview)

Interview Close-out

Mr./Ms. _____, that concludes your interview. At this time, I'll review the next steps of the interview process, and then you'll be given an opportunity to ask questions. If you are selected for 2nd round interviews you will be contacted by the Office of the Chief of Staff(OCOS), Program Analyst. If you are not selected for the position, you will be notified via email at the conclusion of the interview process. Do you have any questions today? ...

Thank you for your time. Have a great day.

Panelist Reminders

- Everything you write on your answer sheet becomes a part of the official record and is subject to FOIA.
- Please select a panel chairperson and establish an order for the reading of questions.
- Scoring will be done on a scale of 1 - 5. Your scores don't have to be the same; however, it is recommended that you evaluate any major score discrepancies. In the end, if you feel that your score is substantiated, by all means, feel free to keep your score.
- It is recommended that you write your scores in pencil in case you decide to change your score as a result of post-interview discussions.
- If the interviewee asks, please feel free to repeat a question, as many questions have multiple parts. If the interviewee does not seem to comprehend the question, feel free to rephrase, but be careful not to lead the interviewee to an answer.
- Please ask questions as written. Follow-up questions are already built in.
- Please remember to silence your cell phone before we get started.